



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: January 6, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Students who are currently enrolled in a minimum of six units of business college courses, with a grade point average of 2.0 or better. Must provide original copies of transcripts. Students who do not provide copies of transcripts will not be considered.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4870-960
Ref 0106 ACT3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Senior Accounting Officer Supervisor, and/or a Lead Person, the incumbent will participate in various phases of a planned training program to learn the securities accountability functions, guidelines, procedures, and techniques. The incumbent will perform tasks including computation, analysis, research, and any other critical tasks related to securities accountability. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in the analysis and reconciliation of securities;
- Assist in payment of Securities claims;
- Research past activity and current status of securities;
- Audit and intake securities claims and prepare for payment;
- Assist in the research and resolution of problems regarding payment of claims;
- Assist in developing personal computer applications to expedite or increase efficiencies of the securities accountability function;
- Assist with calculating dividends and payments, open and distribute incoming mail, and make copies and file.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 0106 ACT3, 051-550-4870-960 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).